

**CITY OF SANTA BARBARA  
AIRPORT COMMISSION**

**M I N U T E S**

**CALL TO ORDER**

The Meeting on Wednesday, September 21, 2011 was called to order at 7:00 p.m. in the Airport Administration Conference Room at 601 Firestone Road, Santa Barbara, CA.

**ROLL CALL**

Airport Commissioners:   **John Clark**  
                                     **Chris Colbert**  
                                     **William Gilbert**  
                                     **Patricia Griffin**  
                                     **Kirk Martin**  
                                     **Bruce Miller**

Absent:                       **Scott Tracy**

Staff:                       **Karen Ramsdell**, Airport Director  
                                 **Hazel Johns**, Assistant Airport Director  
                                 **Tracy Lincoln**, Airport Operations Manager  
                                 **Rebecca Fribley**, Sr. Property Management Specialist  
                                 **Mabel Shatavsky**, Airport Commission Secretary

**PUBLIC COMMENT**

1.       No one wished to speak.

**NOTICES**

2.       That on Wednesday, September 14, 2011 at 5:00 p.m., the Airport Commission Secretary duly posted this agenda on the bulletin board at Airport Administration.

**ACTION:**       Presented.

**MINUTES**

3.       SUBJECT:   MINUTES

RECOMMENDATION:   That Commission waive the reading and approve the minutes of the meeting of Wednesday, August 17, 2011.

**ACTION:**       Motion/Second for approval of the minutes by Commissioners Miller/Gilbert. Unanimous voice vote (Absent: Commissioner Tracy).

## **CONSENT CALENDAR**

### **LEASE AGREEMENTS - Existing Tenants**

- 4      SUBJECT:    LEASE AGREEMENT – DANIEL R. WALLER, DBA PRECISION MOTORCYCLE SERVICES

RECOMMENDATION:      That Commission approve and authorize the Airport Director to execute a five-year Lease Agreement with Daniel R. Waller, a sole proprietor, dba Precision Motorcycle Services for 2,281 square feet of industrial space in Building 225, Unit B, at 6150 Francis Botello Road, at the Santa Barbara Airport, effective August 1, 2011, for a monthly rental of \$2,392, exclusive of utilities. *Approved the recommendation; Agreement No. 201161*

5.      SUBJECT:    LEASE AGREEMENT – GREG MOORE ELECTRIC, INC.

RECOMMENDATION:      That Commission approve and authorize the Airport Director to execute a month-to-month Lease Agreement with Greg Moore Electric, Inc., a California Corporation, for 4,221 square feet of land at 135 Frederick Lopez Road, at the Santa Barbara Airport, effective August 1, 2011, for a monthly rental of \$825. *Approved the recommendation; Agreement No. 201162*

6.      SUBJECT:    AUGUST 2011 PROPERTY MANAGEMENT REPORT

RECOMMENDATION:      That Airport Commission receive the Airport Property Management Report.

**ACTION:**      Motion/Second for approval of the consent calendar by Commissioners Griffin/Colbert. Unanimous voice vote (Absent: Commissioner Tracy).

### **LIAISON REPORTS**

City of Santa Barbara Liaison Councilmember Frank Hotchkiss

City of Goleta Liaison Councilmember Roger Aceves

**ACTION:**      The Liaisons were not present.

### **ADMINISTRATIVE REPORTS**

7.      SUBJECT:    AIRLINE TERMINAL STATUS

RECOMMENDATION:      That Airport Commission receive an oral report regarding the new airline terminal's first month of operation. – Airport Director Karen Ramsdell

**ACTION:**      Presented.

8. SUBJECT: AIRPORT MASTER PLAN

RECOMMENDATION: That Airport Commission receive a report on the development of a Master Plan for the Airport. – Assistant Airport Director Hazel Johns

**ACTION:** Presented.

9. SUBJECT: 2011 FISCAL YEAR-END FINANCIAL REVIEW

RECOMMENDATION: That Airport Commission receive a report on the Airport Department's Fiscal Year 2011 Year-End Financial Review. - Assistant Airport Director Hazel Johns

**ACTION:** Presented.

**DIRECTOR'S REPORT**

10. A. Airport Operations
- Passenger Count
  - Aircraft Operations
  - Air Freight
- B. Programs
1. Air Service
  2. Communications Program
  3. Master Plan RFQ
  4. Property Management
  5. Airline Terminal Public Arts Program
  6. Airline Terminal Grand Opening Events
- C. Capital Projects
1. Airport Terminal Improvement Project

**ACTION:** Presented.

**ADJOURNMENT**

7:42 p.m., on order of Chair Martin.

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Karen Ramsdell, Airport Director

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Mabel Shatavsky, Commission Secretary